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### **Supplemental Letter for FY2015 Annual HUB Report for Agency 327**

The Employees Retirement System of Texas (ERS) is actively committed to promoting contract opportunities to certified Historically Underutilized Businesses (HUB). Below is a brief summary of ERS' "good faith efforts" in the State of Texas HUB program during the period of 9/1/2014 through 8/31/2015.

#### **Participation in HUB Related Meetings and Forums:**

- Sponsored an exhibitor booth at the "Bexar Contracting Conference" on December 9-10, 2014.
- Attended the "19<sup>th</sup> Annual HUB/Vendor Show", sponsored by the Texas Department of Criminal Justice, Sam Houston State University, et. al. on March 24, 2015.
- Sponsored an exhibitor booth at the "Taking Care of Business 2015 HUB Expo" on April 2, 2015.
- Participated in the Travis County "How to do Business with the County" Workshop on April 23, 2015.
- Sponsored an exhibitor booth at the "2015 Procurement Connection Seminar and ACCESS Expo Spot Bid Fair" on May 11-12, 2015.
- ERS' Purchasing staff continued to participate in regular HUB Discussion Workgroup Meetings.

#### **Regular HUB Outreach Activities:**

- ERS regularly communicates with vendors to consider becoming certified as HUB vendors with the State of Texas. ERS directs potential HUB vendors to resources available from TPASS to help them determine whether the vendors are qualified to become certified HUB vendors.
- When requested, ERS meets with certified HUB vendors to discuss the products and/or services that vendors provide and the potential opportunities available at ERS. In addition, ERS provides assistance to HUB vendors by directing them to other State Agencies who may also be interested in the vendors' products and/or services.
- On as many purchasing requests as possible, ERS first contacts eligible HUB vendors to ensure that the contract opportunities are made available to them.
- On jobs requiring the informal bidding process, ERS regularly contacts more than the minimum of two (2) HUB vendors to request pricing.

The Employees Retirement System of Texas will continue our goal to increase HUB vendor participation. For additional information, or if you have any questions about ERS's efforts in the HUB program, please feel free to contact the following Purchasing Team Leader:

Christopher E. Wood  
Phone: (512) 867-7160  
Email: [chris.wood@ers.state.tx.us](mailto:chris.wood@ers.state.tx.us)

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Machele", followed by a horizontal line.

Machele Pharr  
Interim Chief Financial Officer